This form is to be completed and returned to your recruitment advisor/coordinator following interviews and the acceptance of a verbal offer to the successful candidate.

Please ensure you fill out the form fully and attach the necessary documents (as listed at the end of the form) to prevent delays in processing the request.

n.b. *If the appointed candidate is currently a* ***casual worker at Imperial College****, the earliest effective start date would be from the* ***1st of the following month****. Unfortunately, our system does not allow us to hire casual workers into a fixed-term/ permanent role within the same month.*

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| **1. Details of New Employee** |
| Full Name:  |  |
| Candidate’s current status: (please select one) | Internal [ ]  External [ ]  Casual Worker [ ]  Honorary/Visitor [ ]  |

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| **2. Post Details** |
| Job Number:  |  |
| [Grade & spine point](https://www.imperial.ac.uk/human-resources/pay-and-pensions/salaries) or Fixed Salary amount: |  |
| *If required*[Allowance](https://www.imperial.ac.uk/human-resources/pay-and-pensions/salaries/allowances/) (type and amount): |  |
| Anticipated start date: |  |
| End date (if applicable):  |  |
| Contract type:  | Open ended [ ]  Fixed-term [ ]   |
| Working hours/FTE: |  |
| [Work Location](https://www.imperial.ac.uk/human-resources/procedures/work-location-framework/work-location/) Please note that Hiring Managers should discuss location arrangements with all new starters before they join the College.Hybrid: [ ]  On-site only: [ ]   |
| Working Pattern *(for part-time or shift work only):*Please complete only **one section** below:

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| **Complete if working the same number of hours on each day worked by ✓ boxes below, leaving non-working half days blank** | **Complete if working varying hours across the week, leaving non-working days blank:** |
| Monday: AM: [ ]  PM: [ ]  | Monday: Hours worked:        |
| Tuesday: AM: [ ]  PM: [ ]  | Tuesday: Hours worked:       |
| Wednesday: AM: [ ]  PM: [ ]  | Wednesday: Hours worked:       |
| Thursday: AM: [ ]  PM: [ ]  | Thursday: Hours worked:       |
| Friday: AM: [ ]  PM: [ ]   | Friday: Hours worked:       |
| Saturday: AM: [ ]  PM: [ ]  | Saturday: Hours worked:        |
| Sunday: AM: [ ]  PM: [ ]  | Sunday: Hours worked:        |

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| Line Manager name:  |  |
| [DBS Required](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/dbs/): | Is a DBS check required for the role Yes [ ]  No [ ]  I need advice [ ]  If ‘Yes’ or ‘I need advice’, the Staff DBS team will liaise with the Departments DBS contact below to determine the level of DBS check required.Department DBS contact:       |
| [Occupational Health Assessment](https://www.imperial.ac.uk/occupational-health/health-protection-at-work/work-health-assessment/) required: | Yes [ ]  No [ ]  |
| Will the postholder manage/supervise staff? | Yes [ ]  No [ ]  |
| **Funding details**(include: cost centre, activity code­, analysis code­, % split, dates - as applicable)*e.g. ACCOUNT CODE: WMAA\_P12345\_144100 100% DATE: 1/1/2020 – 31/12/2020* |
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| --- | --- | --- | --- | --- |
| Cost Centre | Activity code | Analysis code | % | Date |
| [ | [ | [ | [ | [ |
| [ | [ | [ | [ | [ |
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| Approvers:  |  [ |
| Honorary contract required:If yes, state who with:*(e.g. Imperial College NHS Trust)* | Yes [ ]  No [ ]   |

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| **3.** [**Right to Work (RTW) in the UK**](http://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/right-to-work/)1. *Where the individual is a British or Irish citizen, or holds Indefinite Leave to Remain or Settlement/No-time-limit/right of abode or holds EU Settlement Scheme Status, Frontier Worker status:*
 |
| A completed [RTW Checklist](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/immigration-asylum-and-nationality-act-2006/Imperial-Right-to-Work-Checklist-Department-vs-1.docx) with copies of their RTW status evidence (please attach when submitting this form)**OR**  | [ ]  Yes  |
| 1. *Please indicate where the individual has either:*

[ ]  No UK Immigration/visa status held:      [ ]  Current UK Immigration/visa status held:      [ ]  Have a UK immigration/visa application in process:      * Attach any relevant evidence / information of the above status, and a copy of current passport.
* If research post on relevant award that may qualify for [Global Talent Visa](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/types-of-visas-and-how-to-apply/) – attach [assessment form](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/immigration-asylum-and-nationality-act-2006/Global-Talent-Visa---UKRI-route-assessment-form-May22.docx) and award

 **For b) above – HR will assess and support where a new work route visa is required and will complete the right-to-work check, following the form being submitted.** |
| [**Academic Technology Approval Scheme (ATAS)**](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/academic-technology-approval-scheme-atas/) **-** *If required:*Where the individual requires either a [Skilled Worker or T5 Gov Authorised Exchange](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/types-of-visas-and-how-to-apply/) visa; **and** * will be employed in research, academic, engineering or technician role
* undertaking research activities at PhD level or above
* in one of the Academic Subjects/Fields of Research relevant to ATAS; and
* is not an ATAS exempt national,

they will be required to obtain a free of charge [ATAS certificate](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/academic-technology-approval-scheme-atas/) before the College can issue a Certificate of Sponsorship and they can apply for a visa to work in the UK. Please answer the questions below to determine if this individual requires an ATAS certificate.1. **Is the individual an ATAS exempt national? – select from drop down list:**

Choose an item.*If individual is exempt, please skip questions 2-4 as ATAS clearance is not required for exempt nationals.*1. ***All Academic and Research roles will be expected to be undertaking research activities at PhD level or above.* For Engineering-related and Technician roles only, please confirm if the role will include an element of research at PhD level or above?**

Choose an item.1. **Is the field of research in a subject set out in the list of Academic Subjects/Fields of Research relevant to ATAS – select from drop down list below? *(‘No’ is at bottom of the list)***

*Departments undertaking any research activities related to the listed subjects/fields* *will be expected to have all relevant staff meet the ATAS requirement.*Choose an item. ***Where answers for 1, 2 & 3 indicate that ATAS is required:*** 1. Please provide a research statement, 6-7 lines in length, summarising the research activities the individual will undertake. The individual will need to submit this information when they apply for their ATAS certificate. [Examples of research statements](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/international-student-support/public/FCO-examples-of-ATAS-proposals.pdf) are available for reference.
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| **4. Processing the hire** |
| When submitting this form, **please attach:*** Interview Assessment Forms/notes
* Shortlisting form (if not already submitted)
* A completed[*Right to Work Checklist [Word]*](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/immigration-asylum-and-nationality-act-2006/Imperial-Right-to-Work-Checklist-Department-vs-1.docx) and photocopied right to work documentation; guidance available [HERE](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/right-to-work/right-to-work-checks/)
* A copy of the candidate’s highest qualification
* *For those on clinical scales only*, a recent NHS pay slip
 |
| [ ] Please tick to confirm you are ready for the recruitment team to inform all unsuccessful candidates.If you have any special instructions, please list them below: |